

**Commonwealth of Massachusetts**  
**Public Employee Retirement Administration Commission**  
JOB OPENING

**JOB TITLE:** Actuarial Assistant

**DUTIES:**

1. Verify benefit calculations submitted by retirement boards.
2. Respond to questions by retirement board staff daily in the processing of calculations and any related issues in writing.
3. Analyze actuarial data submitted by retirement boards and take appropriate action to clean data using actuarial software.
4. Run actuarial valuations and summarize plan liabilities.
5. Prepare funding schedules and produce valuation reports under the direction of the Actuary.
6. Perform other work related duties or special projects as requested by Actuary or Deputy Executive Director.

**QUALIFICATIONS:**

Bachelor's Degree in Mathematics or a degree with a strong math background. An interest in SOA exams a plus.

**Salary Range:** 53-62

**Please submit your resume online at:**

**<https://massanf.taleo.net/careersection/ex/jobsearch.ftl>**

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.